

RESOLUTION NO. 2003- 46

A RESOLUTION AMENDING RESOLUTION NO. 99-61, WHICH ESTABLISHED PROCEDURES FOR REGULAR AND SPECIAL MEETINGS OF THE BOARD OF COUNTY COMMISSIONERS

WHEREAS, the Board of County Commissioners has established procedures for their Regular and Special Meetings which are set forth in Resolution No. 99-61; and

WHEREAS, the Board of County Commissioners has changed their meeting schedule and has found it necessary to amend said Resolution No. 99-61.

NOW, THEREFORE, BE IT RESOLVED this 24th day of February, 2003, by the Board of County Commissioners of Nassau County, Florida, that Resolution No. 99-61, as amended, shall be further amended as follows:

1. The Board of County Commissioners hereby establishes three regular meetings per month for Board of County Commission meetings.
2. The meetings shall be on the Second, ~~Third~~, and Fourth Mondays of each month.
3. The meetings on the ~~Third~~ Second and Fourth Mondays shall commence at 6:00 PM.
- ~~4. The meeting on the Second Monday of the month shall commence at 9:00 AM.~~
4. There is a meeting held on the Second Wednesday of each month at 9:00 AM for the purpose of discussion and consideration of the county's proposed building projects,

and the capital improvements element of the Nassau County Comprehensive Plan along with Regular Business Items which may include Clerk's Business, Consent Items, County Coordinator Business, business of the Public Works, Fire/Rescue, Emergency Management, Veteran Affairs, Personnel, Library, County Extension, Maintenance and Recreation Departments, and County Attorney's Business items.

5. All public hearings shall be held on the ~~Third~~ Second and Fourth Mondays.
6. No public hearings shall be conducted on the Second ~~Monday~~ Wednesday of each month.
7. Agendas shall be prepared and published by the County Coordinator.
8. Agendas on the Second Monday meeting may have Clerk's Business, Consent Items, County Coordinator Business, business of the Public Works, Fire/Rescue, Emergency Management, Veteran Affairs, Personnel, Library, County Extension, Maintenance and Recreation Departments, County Attorney's Business items as well as the agenda items and public hearings.
9. Department heads who desire agenda items on the Second Monday meeting must have the approval and consent of the County Coordinator. All requested items must be submitted to the County Coordinator no later than ten (10) days prior to the meeting.

10. The meetings on the ~~Third and~~ Fourth Monday may have Clerk's Business, Consent Items, County Coordinator items, Public Works (including zoning items), Public Hearings, County Attorney items and other agenda items.
11. The County Coordinator's Office shall prepare the "agenda books" and the agendas will close ~~on the Friday~~ ten days prior to the Monday and Wednesday meetings at 5:00 PM. Items may be continued from one meeting to another meeting and based upon a motion of the Board indicating the reason for the continuance, the ten (10) day requirement would not apply to a continued item. The "agenda books" shall be distributed to the Board of County Commissioners, Clerk and County Attorney no later than 5:00 PM on Thursday preceding the Monday and Wednesday meetings.
12. Agendas shall be distributed to the cities, libraries, cable outlets, newspapers, radio stations, Clerk's website or generally by request and posted at the Temporary Courthouse and Hilliard, Callahan and Yulee County Buildings.
13. The Board of County Commissioners may expand the agenda at a regular board meeting by a 4/5 vote. The motion to expand must state with particularity the item to be considered and the reason for considering it at that meeting. The reason must indicate that the particular


item must be acted upon and cannot be considered at a later time and why it was not presented by the deadline.

14. No contract shall be scheduled for the agenda unless first reviewed and approved by the County Attorney, Clerk and County Coordinator, and Contract Manager, as applicable.
15. The Clerk may place items on the agenda at any meeting and shall have the requested items to the County Coordinator by the ~~noon~~ 5:00 P.M. deadline as set forth herein so that the items can be provided to the members of the Board prior to the meeting.
16. Any matters that have a financial consequence shall be approved by the Clerk prior to their being placed on the agenda for consideration by the Board. Any accounts to be designated shall be accomplished prior to the meeting.
17. All draft ordinances shall be provided to the County Attorney at least four (4) weeks prior to the date that they are to be reviewed or considered by the Board of County Commissioners. No ordinance shall be considered unless and until the County Attorney has approved said Ordinance.
18. Special meetings are to be utilized only when matters must be considered that have time deadlines (not created by staff or outside persons, but those that are sent to the Board of County Commissioners or County Coordinator by another agency and require an immediate response) or

for legal purposes based on specific reasons stated by the County Attorney that the special meeting is necessary or for purposes of addressing issues for the Board of County Commissioners informational purposes or legitimate emergencies. No special meetings will be called or utilized without a vote of the Board of County Commissioners or call of the Chairman with an indication from the Clerk and Attorney as to the financial or legal necessity.

19. Any person wishing to make a presentation to the Board of County Commissioners as an agenda item shall appear during the public input segment to request to be placed on a future agenda; a date will be scheduled and all backup material will be required to be submitted by 5:00 PM ten days prior to the scheduled meeting.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA



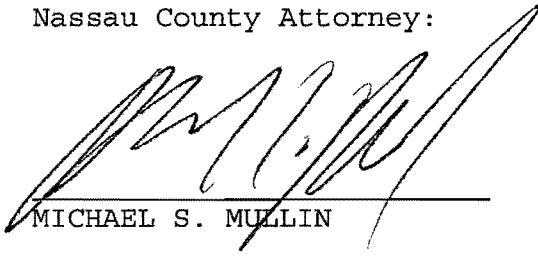
VICKIE SAMUS
Its: Chairman

ATTEST:



J. M. "CHIP" OXLEY, JR.
Its: Ex-Officio Clerk

Approved as to form by the
Nassau County Attorney:



MICHAEL S. MULLIN

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